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Executive Registry
62-9283

10 DEC 1962

ADM-1

MEMORANDUM FOR: Executive Director

SUBJECT: Scientific and Technical Career Service Committee

REFERENCE: Memorandum to DD/I and DD/P from Executive Director, dated 8 December 1962, Same Subject

1. I have reviewed the proposal for the establishment of a Scientific and Technical Career Service Committee, which was attached to the reference. I am, of course, interested in any steps that we can take to attract and retain qualified scientific and technical personnel and believe that the proposed committee will provide an opportunity for a useful interchange of ideas.

2. I have two comments to make on the proposal. First, since there is no Scientific and Technical Career Service, the title "Scientific and Technical Career Service Committee" is misleading. I suggest that a more appropriate title for the committee would be "Scientific and Technical Personnel Advisory Committee." Second, when this proposal previously was discussed we stated our opinion that the committee should be chaired by the Director of Personnel or his Deputy rather than by the DD/R's representative. I continue to question the appropriateness of having as chairman of a committee, which would have advisory responsibilities on personnel matters affecting various career services, a representative of one of the offices directly concerned. The Director of Personnel has an overall responsibility in the various functions mentioned so I think that he or his Deputy is the logical person to chair the committee.

3. I concur in the proposal except for the two points made above.

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Richard Helms
Deputy Director (Plans)

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18 DEC 1962

AD M-1

MEMORANDUM FOR: Assistant to the DD/I (Administration)

SUBJECT: Scientific and Technical Career Service Committee

1. The objective of the Scientific and Technical Career Service Committee as stated in the proposal is sound. It is noted that the objective refers to the Agency's capability to attract, utilize and retain qualified Scientific and Technical personnel. The proposal appears to be limited to certain components in the Agency and it is the opinion of this office that all Agency components utilizing S & T personnel, SIG/DD/P for example, should be included.

2. This office believes that the title of the Committee should be changed to the Scientific and Technical Personnel Policy Committee. Not only would the change in the name of the Committee eliminate any confusion as to the responsibilities and functions of the Heads of the Career Services but would indicate clearly that it is a committee to study and investigate ways and means of developing new approaches to S & T personnel matters of common concern to various Career Services.

3. This Committee should determine policies which each Career Service and other appropriate Agency components would implement. The Committee should not become involved in the functions of a Career Service, but offer advice and recommendations to the heads of the Career Services on S & T personnel matters of common concern. In addition this Committee should consider specific requests from the heads of the Career Services for the rotation, assignment, detail, on the job training, etc. for their S & T personnel within another Agency component for the purpose of enhancing an individual's career development.

*Concurred in by
A/DD/I 20 Dec. '62*

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Chief, Staff
Scientific Intelligence

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